

V-Work: Job readiness program

Objective: V-Work is a virtual program, focussed at providing the opportunity to explore and understand the variety of skills required to obtain a job and building a successful career. It aims at providing a global experience by taking advantage of the virtual platform and Cognizant's global presence not just geographically but across industries and specialisations.

About the program:

- There are 24 topics split into 4 categories– Digital skills, Workplace skills, soft skills and Industry skills.
- Each topic will be 1 hour long.
- These can be delivered in parts i.e. one day of 4 topics covering digital skills or 1 week of digital skills or done over an entire term.
- Dependent on schools policy of sharing student names, students will receive a work experience certificate that will highlight all topics attended.
- All sessions will be delivered through an online platform. Ideally WebEx.

Topics:

Soft Skills:

1. Basics on CV writing: How to make your CV stand out
2. Interview skills and how to handle an online interview
3. Using LinkedIn to elevate your social presence
4. Making effective presentations
5. Power of effective communication

Workplace skills:

6. Working in a global company- onsite-offshore model of working
7. Work culture in different countries – meet employees from different Cognizant offices worldwide
8. What does Diversity & Inclusion mean in a work place?
9. Working in an Agile team. Making a team work
10. Problem solving your way to success
11. Meeting etiquette and taking notes in a meeting

Digital Skills:

12. Introduction to Microsoft office suite of products
13. Think like an entrepreneur-How to set up a business online
14. Introduction to data analytics and Artificial Intelligence
15. Introduction to the digital world
16. Future of work – 21 jobs of the future
17. Roles in a digital company
18. Online digital safety

Industry Skills:

19. Introduction to banking and finance
20. Introduction to Life Sciences
21. Introduction to travel and hospitality
22. Introduction to healthcare
23. Introduction to Retail
24. Introduction to Communications and Media.

